

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR LICENSURE BY **ENDORSEMENT**

Applying for a license by endorsement is significantly different from applying for a license through the traditional pathway. To be eligible for licensure by endorsement, you must meet the following criteria.

1. Hold at least one current, unrestricted license in a United States jurisdiction or Canada for the five years immediately preceding application to the board;
2. Have been engaged in active practice, defined as an average of 20 hours per week or 640 hours per year, for five years after postgraduate training and immediately preceding application;
3. Verify that at least **one license held for 5 years or more** issued by another United States jurisdiction or in Canada is in goodstanding, defined as current and unrestricted, or if lapsed, eligible for renewal or reinstatement;
4. Hold current certification by one of the following:
 - a. American Board of Medical Specialties;
 - b. Bureau of Osteopathic Specialists;
 - c. American Board of Foot and Ankle Surgery;
 - d. Fellowship of Royal College of Physicians of Canada;
 - e. Fellowship of the Royal College of Surgeons of Canada; or
 - f. College of Family Physicians of Canada;
5. Submit a current report from the U.S. Department of Health and Human Services National Practitioner Data Bank; and
6. Have no grounds for denial based on provisions of §[54.1-2915](#) of the Code of Virginia or Regulations of the board.

If you do not meet the criteria, you must apply through the traditional pathway at:

http://www.dhp.virginia.gov/medicine/medicine_forms.htm#MedicineandSurgery

If you believe you meet the criteria for licensure by endorsement, then finish reading the following instructions prior to proceeding to the application. However, if the Board deems any of the required criteria unmet, your application will be routed to the traditional pathway, which requires significantly more supporting documentation and takes significantly more time.

Application fees are nonrefundable, including if you wish to withdraw your application for any reason

IF YOU WISH TO PROCEED, THE FOLLOWING WILL BE EXPECTED OF YOU.

- 1) **Application** – complete the online application at <https://www.license.dhp.virginia.gov/apply/> which includes paying the nonrefundable application fee of **\$302.00**. Application fees may only be paid using Visa, American Express, MasterCard or Discover.

NOTE: FOR ANY “NO” ANSWERS TO QUESTIONS 2-5 OR “YES” ANSWERS FOR QUESTIONS 6-17, you are ineligible for the endorsement pathway.

- 2) **Employment** – on the application, provide a chronology of your work for the 5 years prior to application with the estimated time spent practicing medicine.
- 3) **State verifications** – Verification of **one license held for 5 years or more** issued by another United States jurisdiction or in Canada is in goodstanding, defined as current and unrestricted, or if lapsed, eligible for renewal or reinstatement. The Board does not require verification of training licenses.

Please contact the applicable jurisdiction where you have been issued a license to practice medicine to inquire about having documentation forwarded to the Virginia Board of Medicine. Verifications are required to come directly from the jurisdiction or through Veridoc; they may be mailed to the address below, emailed to med-endorsement@dhp.virginia.gov, or faxed to (804) 527-4463.

This documentation is NOT provided by the Federation Credentials Verification Service (FCVS). Many medical boards use www.veridoc.org to send their license verifications. Check with VeriDoc to see if your other state licensing boards use its services.

- 4) **Board Certification** - request that your certification from the appropriate entity listed in #4 of the criteria above be sent directly to the Board. Verification is **required** to come directly from the certifying body jurisdiction. It may be mailed to the address below, emailed to med-endorsement@dhp.virginia.gov, or faxed directly from the entity to (804) 527-4463.
- 5) **NPDB Self Query** - request a report from the National Practitioner Data Bank that you send to the Board in accordance with the following instructions:

Complete the online form [here](#) and be ready to provide:

- Identifying information such as name, date of birth, Social Security number
- State health care license information
- Credit or debit card information for the fee

When you receive your report in the mail from NPDB, **DO NOT OPEN IT**. Place your unopened NPDB report in an oversized envelope and forward it to the Virginia Board of Medicine. The Board recommends using Fed EX or UPS for tracking purposes. The Board of Medicine does not track any mail or package that is sent through the US Postal Service.

ALTERNATIVE SUBMISSION for NPDB: The Board will accept from the applicant/credentialer a [digitally certified](#) report from NPDB; this document should be sent to med-endorsement@dhp.virginia.gov.

- 6) Provide answers to all the questions in the online or paper application. **NOTE: FOR ANY “YES” ANSWERS FOR QUESTIONS 6-19, you are ineligible for the endorsement pathway.**

The Board works as efficiently as possible to process applications. The time from filing an application with the Board until the issuance of a license is dependent upon entities over which the Board has no control. It is the applicant’s responsibility to ensure that outside entities send the necessary documentation to the Board in a timely manner.

The Board provides an electronic checklist for your convenience in tracking your application. You should allow approximately 10 business days from the date of submission for your application checklist to appear on the Board’s website. Supporting documentation will be added to your checklist as it is received. Processing of documents may take up to 10 business days after they are received. If you find your checklist does not exist or indicates that documents have not been posted in accordance with the timeframes noted, e-mail the Board at med-endorsement@dhp.virginia.gov with “Application Question” in the subject line. The Board strives to answer all e-mail inquiries within 3-5 business days.

The Board’s mailing address for supporting documentation of **endorsement applications only** is:

**The Virginia Board of Medicine
Perimeter Center
c/o Colanthia Morton Opher – Endorsement
9960 Mayland Drive, Suite 300
Henrico, VA 23233**

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